

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 30 / 17

Date of meeting 12 / 6 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

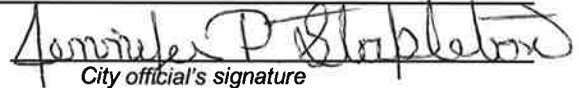
Jennifer Stapleton, City Administrator

Address: 1123 Lake Street

Phone number and email address: 208-265-1483; jstapleton@sandpointidaho.gov

Authorized by: Jennifer Stapleton

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Contract Amendment with OpenGov

Summary of what is being requested: City staff request Council approve an amendment to the City's

contract with OpenGov to add the Open Town Hall Service which will enhance the City's ability to

solicit public opinion and involvement with City activities and strategic planning electronically

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐ **Yes or No**

If yes, in what way? This is a five-year contract prorated in the first year for a total cost of \$31,733

over five years. This was a budgeted item in 2018 and is within the budgeted amount.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**
☐ ☒ ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No**
☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM



AGENDA REPORT

DATE: November 30, 2017

TO: MAYOR AND CITY COUNCIL

FROM: Jennifer Stapleton, City Administrator

SUBJECT: Contract Amendment with OpenGov

DESCRIPTION/BACKGROUND:

Sandpoint City Council authorized a five-year contract with OpenGov to support its goal of maintaining and efficient, accountable and effective City government that assures financial strength and to improve the effectiveness of communication between and among City officials, staff and citizens.

In furtherance of this goal, City staff is requesting approval of an amendment to the OpenGov agreement that would add the Open Town Hall service. Formerly known as Peak Democracy, this service is used by over 300 cities across the country.

This new service will allow us to promote civic engagement and participation through surveys, electronic public hearings that can be integrated into our existing meetings and public hearings, and citizen comment and feedback mechanisms that can and will be integrated into our future Council presentations, budget and financial documents.

As part of our strategic planning process, we will be looking at ways to use Open Town Hall to improve our committee/commission structure to solicit more broad-based public input and participation.

STAFF RECOMMENDATION: Approve

ACTION: Approve the amendment to the contract with OpenGov as approved via Resolution 2017-55 and authorize execution of the contract amendment by the Mayor or City Administrator

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?**
Yes

ATTACHMENTS: OpenGov Contract Amendment

No: 17-
Date: December 6, 2017

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: ADDENDUM TO OPENGOV SOFTWARE CONTRACT FOR OPEN TOWN HALL
CITIZEN ENGAGEMENT SERVICE**

WHEREAS: Sandpoint City Council approved a five-year contract with OpenGov via Resolution No. 17-55 at the regularly scheduled Council meeting on August 16, 2017 based on a strategic planning goal that the City maintain efficient and effective government and to improve communications between City officials, staff and citizens;

WHEREAS: OpenGov provides an additional service called Open Town Hall that will allow public engagement and participation through surveys, electronic public hearings integrated with existing meetings and public hearings, and citizen comment mechanism integrated with future presentations, budget and financial documents;

WHEREAS: The cost for the Open Town Hall service is \$4,533.34 for the period from December 18, 2017 until August 17, 2018 and a fee of \$6,800 for each year from August 18, 2018 through August 17, 2022; and

WHEREAS: City staff recommends entering in an addendum to the OpenGov software agreement to include The Open Hall service in the total amount of \$31,733.34 for a period of 56 months.

NOW, THEREFORE, BE IT RESOLVED THAT: The Mayor is hereby authorized, on behalf of the City, to execute the OpenGov Agreement Addendum and made a part hereof as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden



OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063
United States

Contract Effective Date 12/18/2017
Contract End Date 8/17/2022
Contract Term 56 Months

Prepared By
Title
Email Address

Greg Balter
Account Executive
gbalter@opengov.com

CUSTOMER INFORMATION

Customer Name City of Sandpoint, ID
Contact Name Jennifer Stapleton
Phone 208-265-1483
Email Address jstapleton@sandpointidaho.gov

Bill To Name City of Sandpoint, ID
Bill To Address 1123 Lake St
Sandpoint, Idaho 83864
United States

ORDER DETAILS

This Addendum shall modify and supersede as indicated certain terms and provisions of the Software Agreement between the City of Sandpoint, ID (the "Customer") and OPENGOV, INC. ("OpenGov"), effective August 18, 2017 (the "Agreement"). The Customer and OpenGov have mutually agreed that the following modifications be made to the Agreement.

In consideration of the Customer adding the new Services identified as OpenGov Open Town Hall to the Agreement for a period of fifty-six (56) months, the Customer shall pay OpenGov, Inc. a fee of \$4,533.34 for the period from December 18, 2017 until August 17, 2018. Customer shall also pay OpenGov, Inc. an fee of \$6,800.00 for each one (1) year period from August 18, 2018 until August 17, 2022.

This Addendum to the Agreement is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street Redwood City, CA 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Addendum includes and incorporates the OpenGov Terms and Conditions attached as Appendix A to the original Agreement. By signing this Addendum, Customer acknowledges that it has reviewed, and agrees to be legally bound by, this Addendum.

Solution	Effective Date	End Date	Annual Fee	Total Price
OpenGov Open Town Hall	12/18/2017	8/17/2018	\$6,800.00	\$4,533.34
OpenGov Open Town Hall	8/18/2018	8/17/2022	\$6,800.00	\$27,200.00

Billing Frequency Annual - See Chart Below

Grand Total \$31,733.34

Billing Date	Amount Due
December 18, 2017	\$4,533.34
August 18, 2018	\$6,800.00
August 18, 2019	\$6,800.00
August 18, 2020	\$6,800.00
August 18, 2021	\$6,800.00

SIGNATURE

Customer: City of
Sandpoint, ID

OpenGov, Inc.

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name _____
Title _____
Date _____